

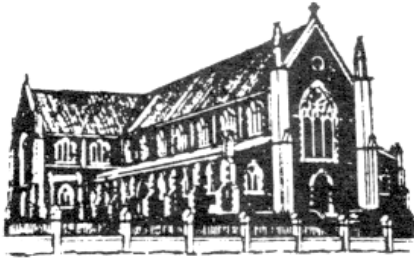
**ST PATRICK'S CATHEDRAL PARISH
TOOWOOMBA**

**CHILD PROTECTION POLICY
CODE of CONDUCT
REPORTING PROCEDURES
RISK ASSESSMENT SCHEDULE**

**SAFEGUARDING TEAM BOOKLET
MINISTRY FOLDER
INFORMATION CARD**

May 2016

Volume 1: February 2015 (original)
Volume 2: May 2016 (revised) ('A' Files)



St Patrick's Cathedral

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Administrator:	Fr Peter Dorfield
Associate Pastor:	Fr Hal Ranger
Pastoral Associate:	Mrs Mary Schwartz
Chair, Parish Council:	Mrs Marion Strong

26 May 2016

Parish Pastoral Council

Dear Friends in the Ministry of Pastoral Leadership

This Parish Booklet on Child Protection Policy and related Procedures is our second publication! Our first booklet, drawing together work in this area since 2010, was produced in February 2015. This current booklet is a revision of the 2015 booklet in the light of setting up a Parish Safeguarding Team of four members in March 2016, as required by Diocesan policy on protection and safety of children and adults who are vulnerable.

In December 2014, Bishop Robert McGuckin approved a new Diocesan *Safeguarding Children and Vulnerable Adults Prevention and Protection Policy*. This *Policy* with the related *Resources Document*, is to guide and support local action taken in the protection of children and vulnerable adults in all Parishes and Diocesan Agencies and the communities with which they are involved.

This Cathedral Parish booklet contains the following revised and new material:

- a) Child Protection Policy (revised)
- b) Code of Conduct (revised)
- c) Reporting Procedures (revised)
- d) Risk Assessment Schedule (revised)

- e) Parish Safeguarding Team booklet (new)
- f) Parish Ministry Folder (new)
- g) Parish Information Card (new)

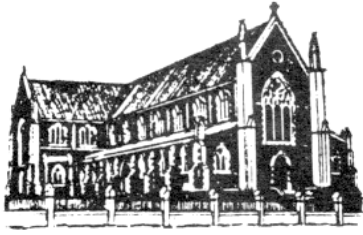
Each of the Parish computer files related to this revised or new material, stored in the Parish Office computer, carries an identifying letter 'A' and a 'date' so that we can track the recency of our parish documents. Subsequent revisions will carry a 'B + date' and so on!

Please read this material with care. In the near future we expect that the Royal Commission into Child Sexual Abuse in Institutions will provide clear recommendations on best practice to ensure the safety and the flourishing of our children and those vulnerable in our midst. As well, we look forward to helpful guidance from the Truth, Justice and Healing Council.

Many thanks for your committed and generous involvement in our Parish life.

Peter Dorfield,
Administrator, Cathedral Parish

Marion Strong,
Chair, Parish Pastoral Council



St Patrick's Cathedral Parish

Child Protection Policy

RATIONALE

By daily acts that surprised his contemporaries, Jesus made God's love for every human person very clear. He showed them in particular that they were invited into the communion of God's love. For this reason, the Church makes clear the dignity and value of every human person, especially those who are vulnerable. St Patrick's Cathedral Parish is committed to protecting and respecting the rights of all persons, among them children and youth.

VALUES

St Patrick's Cathedral Parish is a life-giving sanctuary for all people. Our community welcomes and involves parishioners and visitors at the varying stages of their faith journey. We share a common goal of living our baptismal promises and embracing the mission of Jesus. We believe that every human being is created by God. Personal dignity and integrity are both a right and a responsibility; respect in relationships is essential to Christian community.

POLICY STATEMENT

In the community and life of St Patrick's Cathedral Parish, children and young people have a right to be safe and to flourish while in the Parish's care. The parishioners and staff of St Patrick's Cathedral Parish community commit themselves to creating an enriching environment for children and young people, promoting their welfare and protecting them from physical, sexual and emotional abuse or harm.

SCOPE

This Policy applies to all members of the Parish community and in particular to those who work in ministry in the Parish, including priests, religious, lay ministers, staff and volunteers. Parishioners, staff and volunteers of St Patrick's Cathedral Parish community commit themselves to abiding by the provisions of this Parish Policy and by the principles of the related Toowoomba Diocesan policy.

RESPONSIBILITIES of PRIESTS and RELIGIOUS MEMBERS working with CHILDREN

The responsibilities of Priests and Religious Members of the Parish community are set out clearly and fully in the official Catholic Church documents *Integrity in Ministry* and *Towards Healing*.

Priests and Religious members further commit themselves to the responsibilities outlined for other members of the community who work in ministry, whether paid or voluntary, as set out in the Church document *Integrity in the Service of the Church*.

RESPONSIBILITIES of PAID PARISH EMPLOYEES (STAFF) working with CHILDREN

- Hold a current *Working with Children Check* – a Blue Card.
- Abide by official Child Protection guidelines or procedures of the Catholic Church in Australia, the Diocese of Toowoomba and St Patrick's Cathedral Parish *Child Protection Policy* and *Parish Code of Conduct*.
- Follow the relevant Parish *Child Protection Policy Reporting Procedure 1, 2 or 3* if aware of, or have a reasonable suspicion that a child or young person has been or is being sexually abused or harmed.
- Read and be familiar with the official Catholic Church document *Integrity in the Service of the Church* and the related documents *Integrity in Ministry* and *Towards Healing*.
- Undertake any training or education in relation to Child Protection as may be required by the Parish employer.

- Promote a safe and enriching environment for children and young people with whom they have contact.
- Ensure whenever reasonably possible that no adult volunteer or staff member is left alone with a child or young person where there is little opportunity of their activity being observed by others.
- Whenever reasonably possible ensure that no adult volunteer or staff member is alone in a car with a child or young person.
- Ensure that only responsible, road-rule abiding transport is used

- Exercise prudent judgement, that has the well-being of the other person as its goal, in initiating and responding to physical contact and in the expression of affection.
- Listen to children and young people and develop meaningful and respectful relationships, which protect the dignity of the child or young person.
- Under no circumstances give alcohol, tobacco or drugs to children or young people

When circumstances result in a breach of these principles (eg, there is only one adult volunteer or staff member in a vehicle with a child), submit a variance report to the Safeguarding Team.

RESPONSIBILITIES of VOLUNTEERS WORKING with CHILDREN

- Hold a current *Working with Children Check* – a Blue Card.
- Complete a Volunteer Declaration and Acceptance Form for each ministry involvement.
- Maintain current contact details in the Safeguarding Register for each ministry involvement.
- Be familiar with and act in accordance with the role description for specific ministry activity.

- Read and be familiar with the official Catholic Church document *Integrity in the Service of the Church* and the related documents *Integrity in Ministry* and *Towards Healing*.
- Abide by St Patrick's Cathedral Parish *Child Protection Policy* and *Code of Conduct*.
- Follow the relevant Parish *Child Protection Policy Reporting Procedure 1, 2 or 3* if aware of, or have reasonable suspicion that a child or young person has been or is being sexually abused or harmed.

- Promote an environment that nurtures the wellbeing of children and young people.
- Listen to children and young people and develop meaningful and respectful relationships, which protect the dignity of the child or young person.
- Act with propriety and protect children in their care.
- Exercise prudent judgement, that has the well-being of the other person as its goal, in initiating and responding to physical contact and in the expression of affection.

- Be aware that rewarding individual children with gifts (eg lollies) may be inappropriate.
- Ensure whenever reasonably possible that no adult is left alone with a child or young person where there is little opportunity of their activity being observed by others.
- Ensure that only responsible, road-rule abiding transport is used when transporting children and whenever reasonably possible ensure that no adult is alone in a car with a child or young person.
- Under no circumstances give alcohol, tobacco or drugs to children or young people.

When circumstances result in a breach of these principles (eg, there is only one adult in a vehicle with a child), submit a variance report to the Safeguarding Team.

RESPONSIBILITIES of the PARISH PASTORAL COUNCIL

- Complete a Volunteer Declaration and Acceptance Form.
- Read and be familiar with the official Catholic Church document *Integrity in the Service of the Church* and the related documents *Integrity in Ministry* and *Towards Healing*.
- Ensure that every person in the Parish community involved with children and young people is aware of their responsibilities in regards to child protection.
- Ensure all paid employees and volunteers in work and ministry have access to copies of the official Church documents *Integrity in the Service of the Church*, *Integrity in Ministry* and *Towards Healing*.
- Ensure that Child Protection Induction is provided for new members of staff or ministry.
- Ensure the Safeguarding Team fulfil their obligations, including reporting activity at each Parish Pastoral Council meeting and a full written report of activity on an annual basis.
- Support the Safeguarding Team in its ministry to the parish.
- Take advice from the Safeguarding Team in relation to matters relating to the protection of children.
- Adopt recruitment and selection practices in line with Diocesan policy.
- Ensure the Parish *Child Protection Policy*, *Code of Conduct* and *Reporting Procedures* are reviewed and updated annually.
- Follow the *Reporting Procedures 1, 2 and 3* if aware of, have reasonable suspicion, or notified, that a child or young person has been or is being sexually abused or harmed.
- Ensure the *Child Protection Risk Assessment Schedule* is completed each year.
- Be aware of the work, recommendations and publications of the Royal Commission into Institutional Responses to Child Sexual Abuse in Australia.
- Read and be familiar with information and advice provided by the Truth, Justice and Healing Council, the official body representing the Catholic Church before the Royal Commission.
- Be in regular dialogue with the Diocesan Professional Standards and Safeguarding Committee, through its Executive Officer or the Bishop.
- Raise awareness of Child Protection in the Parish community through promoting Child Protection Sunday each year and providing appropriate education through the year.

RESPONSIBILITIES of the SAFEGUARDING TEAM

- Hold a current *Working with Children Check* – a Blue Card.
- Complete a Volunteer Declaration and Acceptance Form.
- Ensure that all ministries within the parish are meeting both parish and diocesan guidelines, with regard to safeguarding children and vulnerable adults (including ethnic groups that have limited English).

- Maintain an active and ongoing personal education in the field of safeguarding children and vulnerable adults and attend updating courses as recommended by the Office of Professional Standards.
- Remain up to date with current legislation governing child protection.
- Read and be familiar with the official Catholic Church document *Integrity in the Service of the Church* and the related documents *Integrity in Ministry* and *Towards Healing*.
- Ensure that every person in the Parish community involved with children and young people is aware of their responsibilities in regards to child protection.
- Ensure all paid employees and volunteers in work and ministry have access to copies of the official Church documents *Integrity in the Service of the Church*, *Integrity in Ministry* and *Towards Healing*.
- Raise the profile of safeguarding throughout the parish and ensure that it has a high priority.
- Maintain registers of volunteers in parish ministry.
- Monitor the activities of parish ministry.
- Be a source of advice and information on all matters of safeguarding children and vulnerable adults throughout the parish.
- Promote and advise on measures that keep children, vulnerable adults and ministry volunteers safe i.e., looking at the safety of ministry environments and encouraging the 'two adult' rule.
- Provide the Pastoral Council with regular reports on the implementation of the safeguarding policy throughout the parish and advise on actual or potential problems and the need for change to policy or procedure.

REPORTING ALLEGATIONS of CHILD SEXUAL ABUSE or HARM

Reporting Procedures 1,2 and 3 are attached to the Cathedral Parish *Child Protection Policy*. These Procedures cover the following situations of notification of alleged abuse:

- a) an adult disclosing sexual abuse of a child;
- b) a child disclosing sexual abuse of a child; and
- c) an adult disclosing sexual abuse of his or herself as a child.

Each Reporting Procedure has a related Form. Clear directions are provided on appropriate action.

In matters of Child Protection where it is known or suspected that sexual abuse of a child or young person has taken place, persons with this knowledge or reasonable suspicion must report directly to the Queensland Police.

At the same time or shortly after reporting to the Police or if assistance is needed in making a report to the Police, these Parish *Reporting Procedures* are to be followed. The relevant Form (A, B or C) related to the alleged sexual abuse, is given to the Priest Administrator or his staff delegate or the Chair of the Parish Pastoral Council for endorsement and action. All Reporting Forms will be confidentially held in a locked Cabinet in the Parish Strong Room. Access will be limited to the Priest Administrator and the Chair of the Parish Council.

Copies of our Child Protection Package, comprising the *Child Protection Policy*, the *Code of Conduct* and the *Reporting Procedures* are available to all members of the Parish community from the Parish Office.

RELATED DOCUMENTS

Integrity in Ministry: This document published in 2004 is a code of conduct for clergy and religious engaged in ministry on behalf of the Catholic Church.

Towards Healing: This document published in 2010 details principles and procedures in response to complaints of abuse against personnel of the Catholic Church.

Integrity in the Service of the Church: This document published in 2011 is a Resource Document of Principles and Standards for Lay Workers in the Catholic Church in Australia.

St Patrick's Cathedral Parish: ***Code of Conduct***

St Patrick's Cathedral Parish: ***Child Protection Risk Assessment Schedule***

Similar documentation exists for teachers and associated professionals involved in the education of children in the parish.

Toowoomba Diocese: *Prevention and Protection Policy and Resources Document* (December 2014) developed through the Diocesan Professional Standards and Safeguarding Committee.

Publications of the ***Royal Commission into Institutional Responses to Child Sexual Abuse in Australia***.

Publications of the ***Truth, Healing and Justice Council***.

**Policy endorsed by the Parish Pastoral Council in November 2014. Reviewed April 2016
To be reviewed in April 2017.**



St Patrick's Cathedral Parish

CODE of CONDUCT

Child Protection

Child Protection Policy Statement:

In the community and life of St Patrick's Cathedral Parish, children and young people have a right to be safe and to flourish while in the Parish's care. The parishioners and staff of St Patrick's Cathedral Parish community commit themselves to creating an enriching environment for children and young people, promoting their welfare and protecting them from physical, sexual and emotional abuse or harm.

Who must comply with the Code of Conduct:

This Code of Conduct applies to all who work or work in ministry in St Patrick's Cathedral Parish, including priests, religious, lay ministers, staff and volunteers.

Standards Expected:

All persons working in ministry with children or young people will:

- Hold a current *Working with Children Check* – a Blue Card.
- Complete a Volunteer Declaration and Acceptance Form.
- Maintain current contact details in the Volunteer Register for each ministry involvement.
- Undertake any induction or training as required by the Parish.
- Read and be familiar with the Parish *Child Protection Policy* and the *Integrity in Ministry, Towards Healing* and *Integrity in the Service of the Church* documents.

- Demonstrate a commitment to the Church's principles of justice and equity.
- Uphold the dignity of all people and their right for respect; and maintain an appropriate level of confidentiality.
- Behave honestly and with integrity, act with care and diligence, behave and dress appropriately and be responsible in the use of Parish and Church resources.
- Respect the cultures, beliefs, opinions and decisions of others.
- Assist in the creation of an environment free of fear, harassment, racism and exploitation.
- Demonstrate a commitment to safe and supportive relationships.
- Reach out to those who are poor, marginalised, alienated or vulnerable.
- Strive for excellence in work or ministry.

Breaches of the Code of Conduct:

Breaching the Code of Conduct is viewed seriously by the Parish and may result in formal counselling. Serious or repeated breaches may result in the termination of employment or of volunteer work within the Parish. Alleged breaches will be dealt with in accordance with relevant Parish policies and procedures, and will be guided by principles of fairness and natural justice.

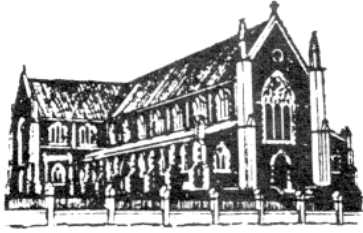
Contacts:

Priest Administrator
Parish Pastoral Council Chairperson

Endorsed 2012

Reviewed Nov 2014, April 2016

to be reviewed in April 2017



St PATRICKS CATHEDRAL PARISH

CHILD PROTECTION POLICY

REPORTING PROCEDURE 1

ADULT reporting about CHILD

The Procedures for Reporting Child Protection Allegations or Complaints support the St Patrick’s Cathedral Parish Child Protection Policy.

These guidelines apply to:

- Members of the Parish Council, lay or priest
- Members of Parish Staff, lay or priest
- Members of a Parish Ministry
- Volunteers involved in the life of the parish community.

In matters of child protection where it is known or suspected that sexual abuse of a child (a person under the age of 18 years) has taken place, persons with this knowledge or suspicion must report directly to the Police.

The following guidelines do not limit the freedom of any person to address complaints or concerns about the safety of children directly to the Qld Police Service or Department of Communities (Child Safety Services).

Contact Information:

	Phone	Fax
If it is an emergency or the crime is happening now	000	
Queensland Police Service - Toowoomba City Police Station	4631 6333	4615 3022
Child Protection Investigation Unit – Toowoomba City Police Station	4631 6355	4615 3066
Queensland Police Service Policelink – if it is not an emergency and the crime has already happened	131 444	
Toowoomba South Child Safety Service Centre (Department of Communities)	4687 2950	4687 2988
Child Safety After Hours Service Centre	3235 9999 or Freecall 1800 177 135 (Qld only)	4616 1810
Diocesan Child Protection and Safeguarding Committee (George Keryk)	4638 1379 0417 193 155	
Administrator of St Patrick’s Cathedral Parish Chair of Parish Pastoral Council	4637 1507 4637 1500 4637 1500	4637 1511 4737 1511

SITUATION 1 –

In this situation, an ADULT PERSON reports sexual abuse or harm, suspected sexual abuse or harm, or likely sexual abuse or harm, of a CHILD (a person under the age of 18 years), by another person. This report may be based on information from any source, direct or otherwise. This person is the DISCLOSING PERSON.

The person in the parish community (Parish Council member, Staff member, Parish Ministry member, Safeguarding Team Member or Volunteer) to whom the report has been made is the **REPORTING PERSON**.

The **REPORTING PERSON** is to immediately complete and sign **Reporting Form A** and hand it to the PARISH AUTHORITY as soon as possible.

The **PARISH AUTHORITY** will be one of the following people: the Parish Administrator or his Staff delegate or the Chair of the Parish Pastoral Council.

The **PARISH AUTHORITY** will immediately endorse and sign **Reporting form A** and notify the Queensland Police Service and/or the Child Safety Services Centre (Department of Communities)

The **PARISH AUTHORITY** will immediately notify the REPORTING PERSON of action taken.

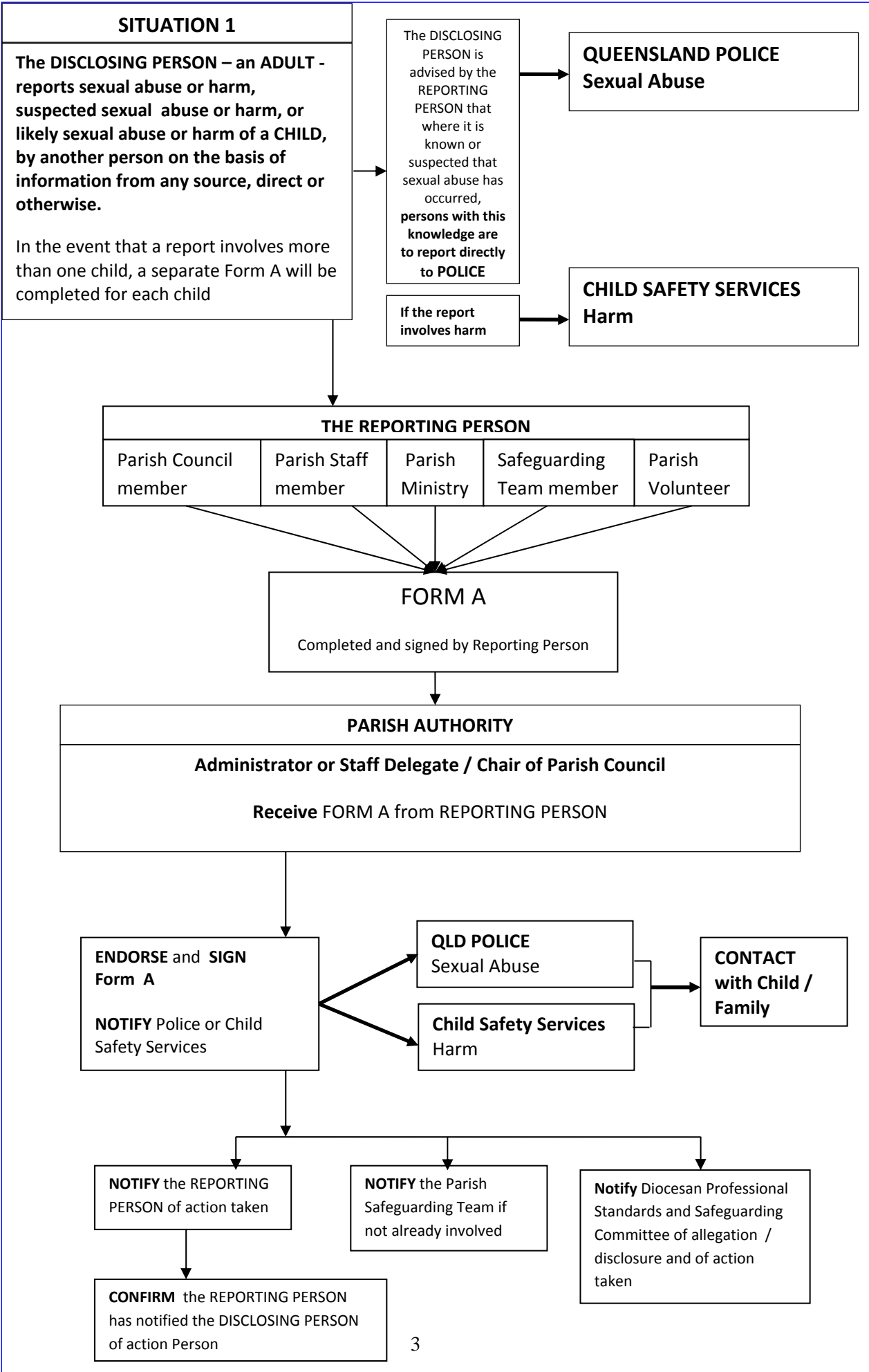
The REPORTING PERSON will notify the DISCLOSING CHILD of action taken, mindful of the investigative role of the Police.

The PARISH AUTHORITY will confirm that this notification has taken place.

The PARISH AUTHORITY will notify the Safeguarding Team if not already involved.

The **PARISH AUTHORITY** will notify the Diocesan Professional Standards and Safeguarding Committee of action taken.

In the event that the disclosure relates to more than one child, a separate **Reporting Form A** will be completed for each child.



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FORM A**ST PATRICK'S CATHEDRAL PARISH REPORTING FORM A****to be used for****REPORTING CHILD PROTECTION ALLEGATIONS OR COMPLAINTS**

QLD POLICE SERVICE FAX NO	4615 3066
CHILD SAFETY SERVICES FAX NO	4687 2988

1. Details of the REPORTING PERSON :

who has received the allegation of sexual abuse or harm in relation to a child
(a person under the age of 18 years), from a DISCLOSING ADULT PERSON ...
who is then required to report the matter directly to the Police (sexual abuse)
or Child Safety (harm) ...
who is also reporting through the PARISH AUTHORITY to the Police or Child Safety,
whether the matter is already reported or not ...

NAME of REPORTING PERSON					
CONTACT DETAILS Address Phone Nos.					
Position / Role in the Parish					
TYPE OF ABUSE Please circle	Sexual Abuse	Suspected Sexual Abuse			
	Harm	Suspected Harm			
Has the matter been reported directly to the police?	Yes	No	By Whom	To Whom	When
Is the person making the disclosure (the DISCLOSING PERSON) aware that they can report directly to the police?	Yes	No			

2 Details of the CHILD to whom this allegation or complaint relates

NAME of CHILD		
Date of Birth or Age (Approx)		
Gender Please circle	Male	Female
Contact Details Address Phone Nos.		

Signatures

REPORTING PERSON	Date
PARISH AUTHORITY	Print name Date

3. Details of Parent/Guardian of allegedly abused child

NAMES of PARENTS/ GUARDIANS of CHILD	
Relationship to Child	
Contact Details Address	
Phone Nos.	

4. Details of Alleged Abuser

NAME				
Relationship to Child allegedly abused				
Does the alleged abuser hold a role or position in the Parish?	No	Yes	Priest	Staff Parishioner Volunteer
Contact Details of alleged Abuser (if Known) Address				
Phone Nos.				

5. The basis of the allegation: Information provided to the REPORTING PERSON by the DISCLOSING PERSON

NAME of the DISCLOSING PERSON	
DATE allegation disclosed to the REPORTING PERSON	TIME allegation disclosed to REPORTING PERSON
HOW and WHERE was the allegation / disclosure made or suspicion formed? (eg face to face/ phone call)	WHO was present during the disclosure/ allegation/ formation of suspicion

Signatures

REPORTING PERSON	Date
PARISH AUTHORITY	Print name Date

DETAILS disclosed to the REPORTING PERSON by the DISCLOSING PERSON

Please write clearly in **black** ink. Use a copy of this page if more space is required.

Signatures

REPORTING PERSON	Date
PARISH AUTHORITY	Print name Date

6. Details of the PARISH AUTHORITY

The person who has received the allegation of sexual abuse or harm in relation to a CHILD from the REPORTING PERSON is the PARISH AUTHORITY. The PARISH AUTHORITY will:

- endorse and sign the written allegation on FORM A
- ensure the matter is reported to the Queensland Police or Child Safety Services
- notify the REPORTING PERSON of action taken
- notify the Diocesan Professional Standards and Safeguarding Committee of action taken
- confirm that the REPORTING PERSON has notified the DISCLOSING PERSON of action taken

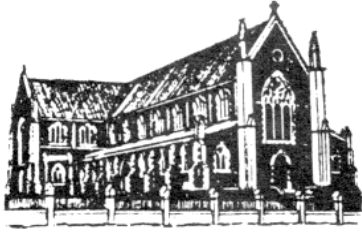
NAME of PARISH AUTHORITY: Administrator or Staff Delegate; Chair of Parish Council				
Contact details Address Phone				
Position/ Role in the Parish				
Have the QLD Police been notified? Reference Number for report:	YES NO	Date	By Whom	To Whom
Have the Child Safety Services been notified? Reference Number for report:	YES NO	Date	By Whom	To Whom
Has the REPORTING PERSON been notified of action?	YES NO	Date	By Whom	To Whom
Has the Diocesan Professional Standards and Safeguarding Committee been notified?	YES NO	Date	By Whom	To Whom
Has the REPORTING PERSON notified the DISCLOSING PERSON of action taken?	YES NO	Date	By Whom	To Whom

Signatures

REPORTING PERSON	Date
PARISH AUTHORITY	Print name Date

Faxed to _____ Date _____ Signed _____

Attach Fax Confirmation report ...



St PATRICKS CATHEDRAL PARISH

CHILD PROTECTION POLICY

REPORTING PROCEDURE 2

CHILD reporting about CHILD

The Procedures for Reporting Child Protection Allegations or Complaints support the St Patrick’s Cathedral Parish Child Protection Policy.

These guidelines apply to:

- Members of the Parish Council, lay or priest
- Members of Parish Staff, lay or priest
- Members of a Parish Ministry
- Volunteers involved in the life of the parish community.

In matters of child protection where it is known or suspected that sexual abuse of a child (a person under the age of 18 years) has taken place, persons with this knowledge or suspicion must report directly to the Police.

The following guidelines do not limit the freedom of any person to address complaints or concerns about the safety of children directly to the Qld Police Service or Department of Communities (Child Safety Services).

Contact Information:	Phone	Fax
If it is an emergency or the crime is happening now	000	
Queensland Police Service - Toowoomba City Police Station	4631 6333	4615 3022
Child Protection Investigation Unit – Toowoomba City Police Station	4631 6355	4615 3066
Queensland Police Service Policelink – if it is not an emergency and the crime has already happened	131 444	
Toowoomba South Child Safety Service Centre (Department of Communities)	4687 2950	4687 2988
Child Safety After Hours Service Centre	3235 9999 or Freecall 1800 177 135 (Qld only)	4616 1810
Diocesan Child Protection and Safeguarding Committee (George Keryk)	4638 1379 0417 193 155	
Administrator of St Patrick’s Cathedral Parish Chair of Parish Pastoral Council	4637 1507 4637 1500 4637 1500	4637 1511 4737 1511

SITUATION 2:

In this situation, a CHILD reports sexual abuse or harm, suspected sexual abuse or harm, or likely sexual abuse or harm, against SELF, or another CHILD (a person under the age of 18), by another person. This report may be based on information from any source, direct or otherwise. This CHILD is the DISCLOSING PERSON.

The person in the parish community (Parish Council member, Staff member, Parish Ministry member or Volunteer, Safeguarding Team member) to whom the report has been made is the **REPORTING PERSON**.

The **REPORTING PERSON** is to immediately complete and sign **Reporting Form B** and hand it to the **PARISH AUTHORITY** as soon as possible.

The **PARISH AUTHORITY** will be one of the following people: the Parish Administrator or his Staff delegate or the Chair of the Parish Pastoral Council.

The **PARISH AUTHORITY** will immediately endorse and sign **Reporting Form B** and notify the Queensland Police Service and/or the Child Safety Services Centre (Department of Communities)

The **PARISH AUTHORITY** will immediately notify the **REPORTING PERSON** of action taken.

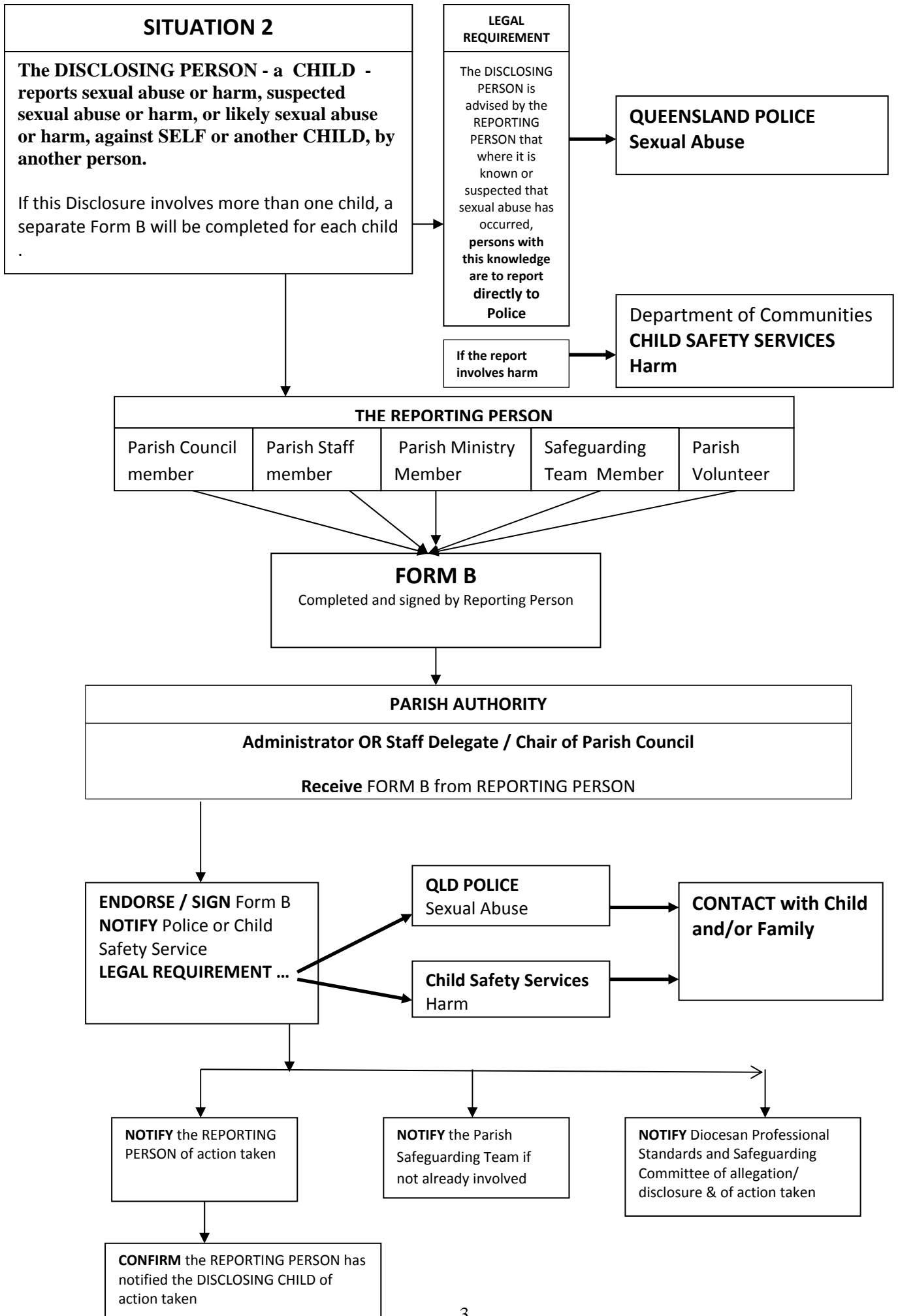
The **REPORTING PERSON** will notify the **DISCLOSING CHILD** of action taken, mindful of the investigative role of the Police.

The **PARISH AUTHORITY** will confirm that this notification has taken place.

The **PARISH AUTHORITY** will notify the Safeguarding Team if not already involved.

The **PARISH AUTHORITY** will notify the Diocesan Professional Standards and Safeguarding Committee of action taken.

In the event that the disclosure relates to more than one child, a separate **Reporting Form B** will be completed for each child.



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FORM B

ST PATRICK'S CATHEDRAL PARISH REPORTING FORM B

to be used for

REPORTING CHILD PROTECTION ALLEGATIONS or COMPLAINTS MADE BY A CHILD

QLD POLICE SERVICE FAX NO	4615 3066
CHILD SAFETY SERVICES FAX NO	4687 2988

1. Details of the REPORTING PERSON :

who has received the allegation of sexual abuse or harm in relation to a child
(a person under the age of 18 years), from a DISCLOSING ADULT PERSON
who is then required to report the matter directly to the Police (sexual abuse)
or Child Safety (harm)

who is also reporting through the PARISH AUTHORITY to the Police or Child Safety,
whether the matter is already reported or not

NAME of REPORTING PERSON					
CONTACT DETAILS Address Phone Nos.					
Position / Role in the Parish					
TYPE OF ABUSE Please circle	Sexual Abuse		Suspected Sexual Abuse		
	Harm		Suspected Harm		
Has the matter been reported directly to the police?	Yes	No	By Whom	To Whom	When
Is the person making the disclosure (the DISCLOSING CHILD) aware that they can report directly to the police?	Yes		No		

2 Details of the CHILD to whom this allegation or complaint relates

NAME of CHILD		
Date of Birth or Age (Approx)		
Gender Please circle	Male	Female
Contact Details Address Phone Nos.		

Signatures

REPORTING PERSON	Date
PARISH AUTHORITY	Print name Date

3. Details of Parent/Guardian of allegedly abused child

NAMES of PARENTS/ GUARDIANS of CHILD	
Relationship to Child	
Contact Details Address	
Phone Nos.	

4. Details of Alleged Abuser

NAME						
Relationship to Child allegedly abused						
Does the alleged abuser hold a role or position in the Parish?	No	Yes	Priest	Staff	Volunteer	Parishioner
Contact Details of alleged Abuser (if Known) Address						
Phone Nos.						

5. The basis of the allegation: Information provided to the REPORTING PERSON by the DISCLOSING CHILD

NAME of the DISCLOSING CHILD	
DATE allegation disclosed to the REPORTING PERSON	TIME allegation disclosed to REPORTING PERSON
HOW and WHERE was the allegation / disclosure made or suspicion formed? (eg face to face/ phone call)	WHO was present during the disclosure/ allegation/ formation of suspicion

Signatures

REPORTING PERSON	Date
PARISH AUTHORITY	Print name Date

DETAILS disclosed to the REPORTING PERSON by the DISCLOSING CHILD

Please write clearly in **Black** ink. A copy of this page should be used if additional space is required.

Large empty rectangular box for writing details.

Signatures

REPORTING PERSON	Date
PARISH AUTHORITY	Print name Date

6. Details of the PARISH AUTHORITY

The person who has received the allegation of sexual abuse or harm in relation to a CHILD from the REPORTING PERSON is the PARISH AUTHORITY.

The PARISH AUTHORITY will:

- endorse and sign the written allegation on FORM B
- ensure the matter is reported to the Queensland Police or Child Safety Services
- notify the REPORTING PERSON of action taken
- notify the Diocesan Professional Standards and Safeguarding Committee of action taken
- confirm that the REPORTING PERSON has notified the DISCLOSING CHILD of action taken

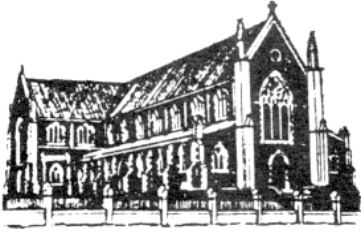
NAME of PARISH AUTHORITY: Administrator or Staff Delegate; Chair of Parish Council				
Contact details Address Phone				
Position/ Role in the Parish				
Have the QLD Police been notified? Reference Number for report:	YES NO	Date	By Whom	To Whom
Have the Child Safety Services been notified? Reference Number for report:	YES NO	Date	By Whom	To Whom
Has the REPORTING PERSON been notified of action?	YES NO	Date	By Whom	To Whom
Has the Diocesan Professional Standards and Safeguarding Committee been notified?	YES NO	Date	By Whom	To Whom
Has the REPORTING PERSON notified the DISCLOSING CHILD of action taken?	YES NO	Date	By Whom	To Whom

Signatures

REPORTING PERSON	Date
PARISH AUTHORITY	Print name Date

Faxed to _____ Date _____ Signed _____

Attach fax confirmation report ...



St PATRICKS CATHEDRAL PARISH

CHILD PROTECTION POLICY

REPORTING PROCEDURE 3

ADULT reporting about SELF

The Procedures for Reporting Child Protection Allegations or Complaints support the St Patrick's Cathedral Parish Child Protection Policy.

These guidelines apply to:

- Members of the Parish Council, lay or priest
- Members of Parish Staff, lay or priest
- Members of a Parish Ministry
- Volunteers involved in the life of the parish community.

In matters of child protection where it is known or suspected that sexual abuse of a child (a person under the age of 18 years) has taken place, persons with this knowledge or suspicion must report directly to the Police.

The following guidelines do not limit the freedom of any person to address complaints or concerns about the safety of children directly to the Qld Police Service or Department of Communities (Child Safety Services).

Contact Information: **Phone** **Fax**

If it is an emergency or the crime is happening now	000	
Queensland Police Service - Toowoomba City Police Station	4631 6333	4615 3022
Child Protection Investigation Unit – Toowoomba City Police Station	4631 6355	4615 3066
Queensland Police Service Policelink – if it is not an emergency and the crime has already happened	131 444	
Toowoomba South Child Safety Service Centre (Department of Communities)	4687 2950	4687 2988
Child Safety After Hours Service Centre	3235 9999 or Freecall 1800 177 135 (Qld only)	4616 1810
Diocesan Child Protection and Safeguarding Committee (George Keryk)	4638 1379 0417 193 155	
Administrator of St Patrick's Cathedral Parish Chair of Parish Pastoral Council	4637 1507 4637 1500 4637 1500	4637 1511 4737 1511

SITUATION 3:

In this situation, an ADULT PERSON reports sexual abuse or harm against HIS or HER SELF, by another person who may or may not be or have been a Church official. The abuse or harm may have happened currently, or historically when she or he was a Child. This report is based on personal experience. This person is the DISCLOSING PERSON.

The person in the parish community (Parish Council member, Staff member, Parish Ministry member or Volunteer, Safeguarding Team member) to whom the report has been made is the **REPORTING PERSON**.

The **REPORTING PERSON** is to immediately complete and sign **Reporting Form C** and hand it to the PARISH AUTHORITY as soon as possible.

The **PARISH AUTHORITY** will be one of the following people: the Parish Administrator or his Staff delegate or the Chair of the Parish Pastoral Council.

The **PARISH AUTHORITY** will immediately endorse and sign **Reporting Form C**. Reporting the matter to the POLICE remains the decision of the DISCLOSING PERSON. If the DISCLOSING PERSON requests or agrees, the PARISH AUTHORITY is to notify the Police.

The **PARISH AUTHORITY** will immediately notify the REPORTING PERSON of action taken.

The REPORTING PERSON will notify the DISCLOSING PERSON of action taken, mindful of the investigative role of the Police.

The PARISH AUTHORITY will confirm that this notification has taken place.

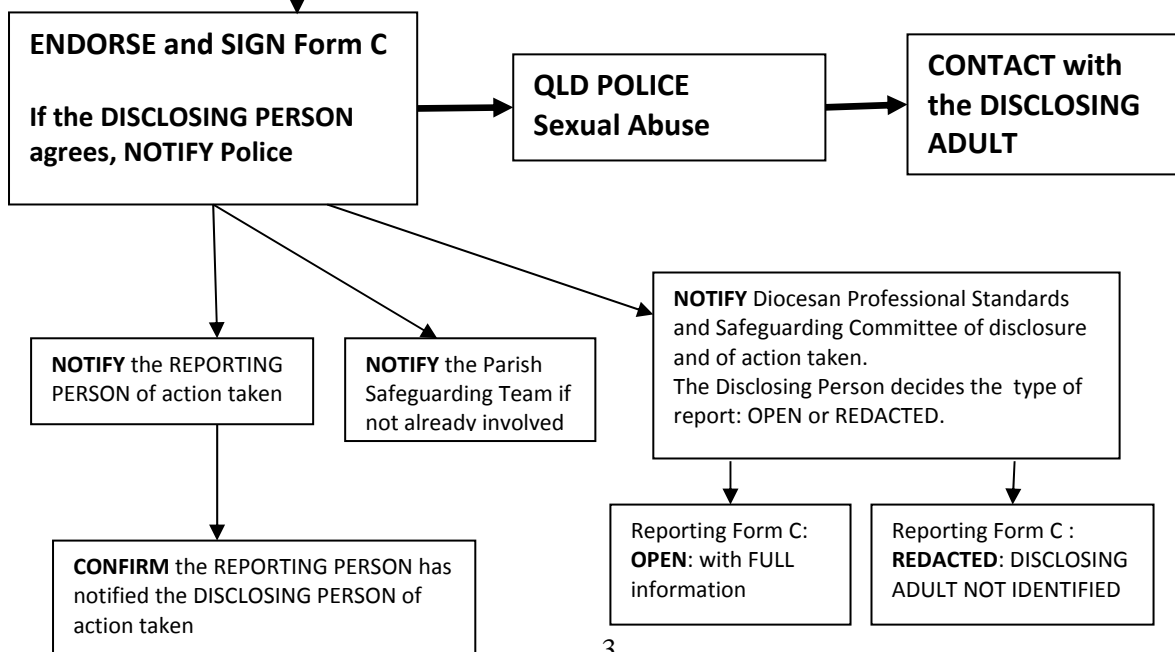
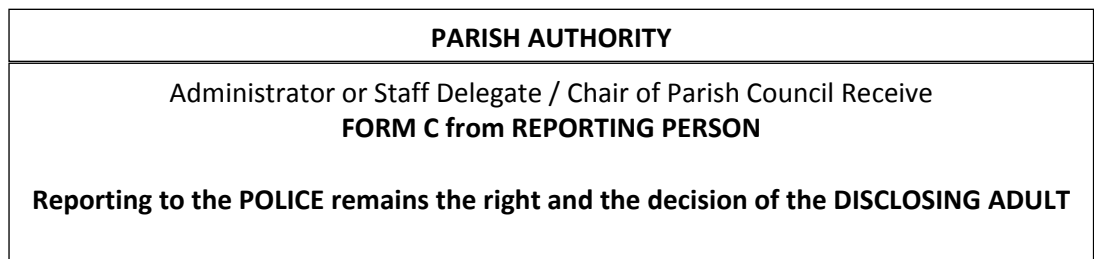
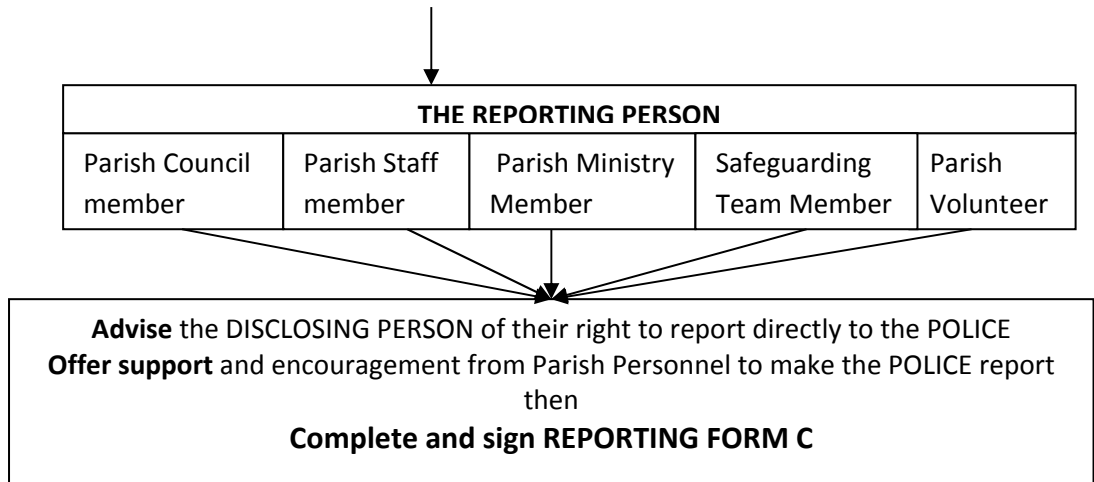
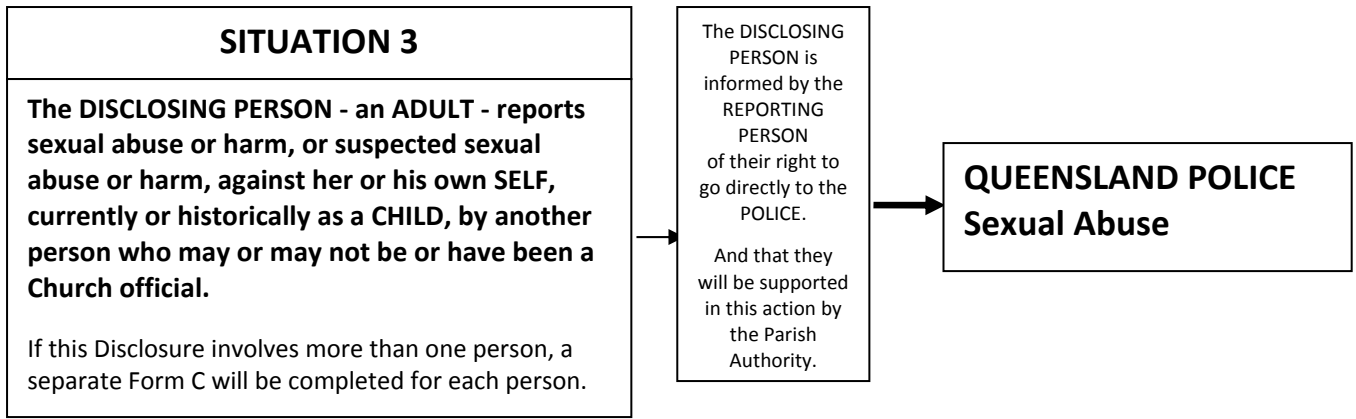
The PARISH AUTHORITY will notify the Safeguarding Team if not already involved.

The **PARISH AUTHORITY** will notify the Diocesan Professional Standards and Safeguarding Committee of action taken.

This will involve the full information contained in Reporting Form C if the DISCLOSING PERSON gives permission for his or her identity to be made known.

If permission is not given by the DISCLOSING PERSON, a de-identified (or redacted) copy of Reporting Form C will be provided to the Diocesan Committee, which will not identify the DISCLOSING PERSON but will identify the alleged abuser and the details of the alleged abuse.

In the event that the disclosure relates to more than one person, a separate **Reporting Form C** will be completed for each person.



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FORM C

ST PATRICK'S CATHEDRAL PARISH REPORTING FORM C

to be used for

REPORTING CHILD PROTECTION ALLEGATIONS or COMPLAINTS MADE by an ADULT REPORTING ABUSE against HER/HIM SELF

QLD POLICE SERVICE FAX NO	4615 3066
CHILD SAFETY SERVICES FAX NO	4687 2988

1. Details of the REPORTING PERSON :

who has received the allegation of sexual abuse or harm from a DISCLOSING ADULT PERSON about her or his self

who advises the DISCLOSING PERSON of their right to report directly to the Police

who offers support and encouragement in this reporting action

who reports the matter to the PARISH AUTHORITY

NAME of REPORTING PERSON	
CONTACT DETAILS Address Phone Nos.	
Position / Role in the Parish	
TYPE OF ABUSE Please circle	Sexual Abuse Suspected Sexual Abuse Harm Suspected Harm
Has the matter been reported directly to the police?	Yes No By Whom To Whom When
Is the person making the disclosure (the DISCLOSING PERSON) aware that they can report directly to the police?	Yes No

2. Details of the DISCLOSING ADULT PERSON

NAME	
Date of Birth or Age (Approx)	
Gender Please circle	Male Female
Contact Details Address Phone Nos.	

Signatures

REPORTING PERSON	Date
PARISH AUTHORITY	Print name Date

3. Details of the Alleged Abuser

NAME	
Relationship to person allegedly abused	
Does the alleged abuser currently hold a role or position in the Parish?	Yes No Priest Staff Volunteer Parishioner
Position in the Parish held by the person against whom the allegation is made, at the time of the alleged abuse	
Contact Details of alleged Abuser (if Known) Address Phone Nos.	

4. DETAILS of the ALLEGATION or COMPLAINT

DATE allegation disclosed to the REPORTING PERSON	TIME allegation disclosed to REPORTING PERSON
HOW and WHERE was the allegation / disclosure made or suspicion formed? (eg face to face/ phone call)	WHO was present during the disclosure/ allegation/ formation of suspicion
DATE of alleged abuse	TIME of alleged abuse
DETAILS of any WITNESSES with knowledge of the alleged abuse	

Signatures

REPORTING PERSON	Date
PARISH AUTHORITY	Print name Date

DETAILS disclosed to the REPORTING PERSON by the DISCLOSING PERSON

Please write clearly in **Black** ink. A copy of this page should be used if additional space is required.

A copy of this Report is to be forwarded to the Diocesan Child Protection and Safeguarding Committee. With permission of the DISCLOSING PERSON this may be an open Report. Or, If the DISCLOSING PERSON chooses, this may be a de-identified or redacted Report which protects the identity of the DISCLOSING PERSON.

Has this matter been discussed with the DISCLOSING PERSON? YES NO
Please identify clearly which Report is to be forwarded: Open Report Redacted Report

Signatures

REPORTING PERSON	Date
PARISH AUTHORITY	Print name Date

5. Details of the PARISH AUTHORITY

The person who has received the allegation of sexual abuse or harm from the REPORTING PERSON is the PARISH AUTHORITY.

The PARISH AUTHORITY will:

- endorse and sign the written allegation on FORM C
- ensure that the DISCLOSING PERSON is aware of the right to report directly to the Police
- support and encourage the DISCLOSING PERSON if they choose this reporting action
- notify the REPORTING PERSON of action taken ...
- notify the Diocesan Professional Standards and Safeguarding Committee of action taken: either through an open report with the permission of the DISCLOSING PERSON; or through a de-identified report, protecting the identity of the DISCLOSING PERSON
- confirm that the REPORTING PERSON has notified the DISCLOSING PERSON of action taken

NAME of PARISH AUTHORITY: Administrator or Staff Delegate; Chair of Parish Council				
Contact details Address Phone				
Position/ Role in the Parish				
Have the QLD Police been notified?	YES	Date	By Whom	To Whom
Reference Number for report:	NO			
Has the REPORTING PERSON been notified of action?	YES	Date	By Whom	To Whom
	NO			
Has the Diocesan Professional Standards and Safeguarding Committee been notified?	YES	Date	By Whom	To Whom
	NO			
a) Through an open report ...	YES / NO			
b) Through a redacted report ...	YES / NO			
Has the REPORTING PERSON notified the DISCLOSING PERSON of action taken?	YES	Date	By Whom	To Whom
	NO			

Signatures

REPORTING PERSON	Date
PARISH AUTHORITY	Print name Date

FORM C: CONCLUSION and ACTION

ST PATRICK'S CATHEDRAL PARISH *REPORTING FORM C*
to be used for
CHILD PROTECTION ALLEGATIONS OR COMPLAINTS
made by
AN ADULT REPORTING ABUSE AGAINST HER or HIMSELF

STATEMENT of RIGHTS and DECISIONS

1. The Disclosing Person has been informed of their right to report this allegation directly to the Queensland Police Service.
2. Encouragement and support has been offered to the Disclosing Person from Parish personnel in reporting this allegation or complaint to the Queensland Police Service.
3. With prior permission of the Disclosing Person, the Queensland Police have / have not been notified of the sexual abuse allegation.
4. After consultation with the Disclosing Person, it has been decided how this information will be referred to the Diocesan Child Protection and Safeguarding Committee: an Open report or a Redacted report.
5. Strict confidentiality of disclosed information will be maintained

Signatures

DISCLOSING PERSON	Date
REPORTING PERSON	Date
PARISH AUTHORITY	Date

ACTION:

Faxed to:

Date:

Signed:

Faxed to:

Date :

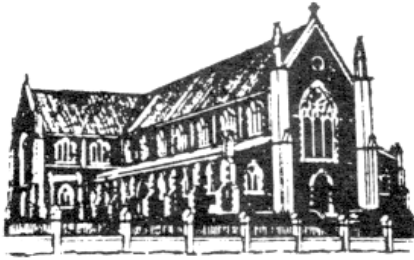
Signed:

Faxed to:

Date:

Signed:

ATTACH FAX CONFIRMATION REPORTS ...



St Patrick's Cathedral

123 Neil Street, Toowoomba QLD 4350

PO Box 7062, Toowoomba QLD 4350

Phone: (07) 4637 1500 Fax: (07) 4637 1511

www.stpats.org.au

Administrator: Fr Peter Dorfield

Associate Pastor: Fr Hal Ranger

Pastoral Associate: Mrs Mary Schwartz

Chair, Parish Council: Mrs Marion Strong

CHILD PROTECTION POLICY: RISK ASSESSMENT SCHEDULE

This Risk Assessment Schedule is to be completed each year, usually during the October Parish Council Meeting, The Schedule itself is to be reviewed annually by the Parish Council.

It covers three areas

- a) legislative requirements
- b) parish procedures involving children and young people
- c) physical features of parish buildings and spaces.

LEGISLATIVE REQUIREMENTS

Focus Question	Yes/No	Action required	By Whom	When
Are all members of the Parish Pastoral Council aware of the relevant legislative requirements regarding the protection of children and young people?				
Are all members of Parish Ministries aware of the relevant legislative requirements regarding the protection of children and young people?		Annual review of Child Protection Policy		
Are arrangements in place to ensure compliance with legislation?				
Are there steps that the Parish Council have in place to check that compliance is maintained?				
Are there records of those employees and those volunteers who have access to children and young people in the parish?				

Is there training and supervision for employees and volunteers that is consistent with the legislation?		Child Protection Induction ...		
Is there a record of the training?				

PARISH PROCEDURES involving CHILDREN and YOUNG PEOPLE

Focus Question	Yes/No	Action required	By Whom	When
Have all employees and volunteers been provided with a copy of the Parish Child Protection Policy and Code of Conduct?				
Are arrangements in place regarding what is to be done if a child or young person becomes ill?		Children's Liturgy ... Altar Assistants ... Sacramental Groups ... Baptism Preparation ... Special Functions ...		
Are employees and volunteers aware that they are not, in ordinary circumstances, to drive with one child or young person?				
Are employees and volunteers aware of the circumstances in which they may drive with children and young people?				
Are arrangements in place to record any times when there is deviation from agreed procedures in relation to any of these arrangements?				
Is a Safeguarding team active in the parish?				
Has the Parish Safeguarding Team fulfilled its obligations		Ministry report at each PPC meeting Formal annual report to PPC		

PHYSICAL FEATURES of PARISH BUILDINGS and SPACES

Focus Question	Yes/No	Action required	By Whom	When
In premises used by the Parish are office spaces separate from living quarters?				
Do all places used for ministry provide a safe environment for the security of children, young people and vulnerable adults?		Children's Liturgy ... Altar Assistants ... Sacramental Groups ... Baptism Preparation ... Special Functions ...		
Do spaces used for individual ministry offer visibility from outside?		Children's Liturgy ... Altar Assistants ... Sacramental Groups ... Baptism Preparation ... Special Functions ... Reconciliation ...		
Are toilets contained within a supervised environment?		Office hours: Monday to Friday ... Weeknights and weekends ... Parental responsibility ...		
Does the Parish provide a before and/or after school program and a school holiday program?				
Is the area used for these programs secure and adequately supervised?				



**ST PATRICK'S CATHEDRAL PARISH
TOOWOOMBA**

SAFEGUARDING TEAM BOOKLET

APRIL 2016



St Patrick's Cathedral

123 Neil Street, Toowoomba QLD 4350
PO Box 7062, Toowoomba QLD 4350

Phone: (07) 4637 1500 Fax: (07) 4637 1511
www.stpats.org.au

Administrator: Fr Peter Dorfield
Associate Pastor: Fr Hal Ranger
Pastoral Associate: Mrs Mary Schwartz
Chair, Parish Council: Mrs Marion Strong

Introduction

On 15 December 2014, Bishop Robert McGuckin approved a new Diocesan *Safeguarding and Vulnerable Adults Prevention and Protection Policy*. This *Policy* with the related *Resource Documents*, is to guide and support local action taken in the protection of children and vulnerable adults in all Parishes and Diocesan Agencies and the communities with which they are involved.

Section 1.2 of this Diocesan *Policy* requires:

“Each Agency, Parish and/or Deanery and/or Ministry, is to identify an individual who will be their local Safeguarding Representative (Children and the Vulnerable).”

St Patrick's Cathedral Parish Pastoral Council, in addressing this matter in the context of ongoing Child Protection responsibilities within the parish community, decided to develop a local Safeguarding Team of four parishioners rather than have one person undertaking this role. This was in response to the diverse range and reach of ministry within the Parish community and its interplay with the wider community.

By mid March 2016, this Parish Safeguarding Team, with its four members, was in place.

This Safeguarding Team Booklet provides an overview of the Team's role and responsibilities, a list of important Contacts in child safety areas, and a series of Safeguarding Forms for use with Ministries in the parish community.

This Booklet becomes part of the suite of Parish documents associated with Child Protection:

- a) Child Protection Policy
- b) Code of Conduct
- c) Reporting Procedures

It implements the Diocesan document:

Safeguarding Children and Vulnerable Adults Prevention and Protection Policy (2014)

(Refer: *Policy* 1.2 p10/11 and *Resource Documents*: App 2.1 p4/5/6)

St Patrick's Cathedral Parish Toowoomba
123 Neil Street, Toowoomba, Qld, 4350 | PO Box 7062, Toowoomba, Qld, 4350
Phone: 07 4637 1500; Fax: 07 4637 5111 | Website: www.stpats.org.au

ST PATRICK'S CATHEDRAL PARISH SAFEGUARDING TEAM

Function and Role:

The main function of the Safeguarding Team is to monitor all the activities in the Parish to ensure that they comply with all Parish and Diocesan requirements. This will involve a proactive process of regular reviews of all the ministries and programs run by St Patrick's Cathedral Parish. It is not intended that the Safeguarding Team be a 'first response' to any acute issues related to children and vulnerable adults. These will be dealt with by the current Parish reporting protocol, which initiates a response by contacting the Parish Office on (07) 4637 1500. In the course of events, some acute problems may be notified to the Safeguarding Team through direct contact from a parishioner and these should be managed in accordance with the current reporting guidelines. Primarily, the role of the Safeguarding Team will be:

- to ensure that all ministries within the Parish are meeting both Parish and Diocesan guidelines, with regard to safeguarding children and vulnerable adults, including ethnic groups that have limited English;
- to be a source of advice and information on all matters of safeguarding children and vulnerable adults throughout the Parish;
- to raise the profile of safeguarding throughout the Parish and to ensure that it has a high priority;
- to promote and advise on measures that keep children, vulnerable adults and volunteers safe eg looking at the safety of ministry environments and encouraging the 'two adult' rule;
- to provide the Parish Pastoral Council with regular reports on the implementation of the safeguarding policy throughout the Parish and to advise on actual or potential problems and the need for changing or upgrading of procedures; and
- to maintain an active and ongoing personal education in the field of safeguarding children and vulnerable adults and to attend updating courses as recommended by the Diocesan Professional Standards and Safeguards Committee.

Composition of St Patrick's Cathedral Parish Safeguarding Team:

The Safeguarding Team at St Patrick's Cathedral Parish will consist of four members. One will be appointed from the current Parish Pastoral Council and three will come from within the Parish, following a call for nominations in the Parish newsletter. The Team must have at least one member of each gender and everyone will need to have, or be able to apply for, a Blue Card.

The term of appointment will be for two years, with an option of an additional two years, in line with the Parish Pastoral Council. A policy of rotation will be encouraged, so that only two members change at any one time, thereby maintaining continuity.

Meetings of the Safeguarding Team should be monthly and regular reports will be made back to the Parish Pastoral Council through the Council's nominee. To maintain full transparency, especially if documentation has to be supplied for legal reasons, minutes of the meetings must be maintained.

A separate 'Event Log' is to be kept in the Parish office, to document new reports that come in. Each entry that is made should include the date of the report, the reporting person, a summary of the event and the name and signature of the Team Member making the entry.

On an annual basis, the Safeguarding Team will be required to provide the Parish Pastoral Council, at its meeting in November each year, with a full report of its activities for the past twelve months and an assessment of the general status of safeguarding throughout the Parish. Suggestions should also be made with regard to anything that would improve and update the existing Parish safeguarding policy.

Safeguarding procedures need to be based on four key standards:

- safe recruiting and selection practices;
- adherence to the Code of Conduct for Parish Personnel and Ministry Workers;
- safe activities and environments; and
- processes, including Reporting Procedures, for responding to allegations or concerns about inappropriate behaviour of clergy, religious, employees and voluntary workers.

It will be the responsibility of the Safeguarding Team to make sure that all the ministries in St Patrick's Cathedral Parish adhere to these principles.

Who is at risk?

A study of the activities within the Parish by a Parish Council working group, found nineteen different active ministries. The potential for abuse of children and vulnerable adults and those of our community who do not use English as a first language, was found to vary widely. Having only one management strategy for all, would be impractical and impose unnecessary difficulties for those in ministries with very low potential for abuse.

It was decided that Parish ministries should be divided into three risk categories:

Category A: Due to the nature of their work and the more intense and personal contact with parishioners, these ministries are considered 'high risk' for both parishioners and volunteers and therefore require a much stricter management plan and review process. Ministry Leaders in this group will be issued with a Ministry Folder to which they must adhere and maintain.

Category B: While the ministries in this group have a potential high risk for abuse, they have volunteers from outside the Parish who are not bound by St Patrick's Cathedral Parish Code of Conduct but rather by the Code of Conduct of their own Parish or organisation. Ministry Leaders in this group are issued with a laminated Information Card, listing Parish policy and contact numbers for advice or help.

Category C: Ministries in this group have a very low potential for problems both for parishioners and volunteers. Ministry Leaders in this group are also issued with a laminated Information Card, listing Parish policy and contact numbers for advice or help.

PARISH MINISTRIES

Stratified risk for potential safeguarding issues:

Safeguarding practices must be transparent but yet sensible when setting up levels of activity monitoring, where ministers, parishioners and volunteers are at risk.

Category A: deemed as potential high risk in St Patrick's Cathedral Parish Ministries

- Mass Coordinators, Welcomers, Communion Ministers, Musicians and Singers and Altar Assistants
- Home Communion Ministers
- Baptism Ministry
- Marriage Ministry
- Funeral Ministry
- Sacramental Ministry
- Rite of Christian Initiation for Adults (RCIA) Ministry
- Care and Concern Ministry
- Bingo Enterprise

Category B: deemed as potential high risk **but** in addition to volunteers from St Patrick's Cathedral Parish who are bound by the policies and procedures of the Parish, there are volunteers from outside the Parish who are bound by the Code of Conduct of their own Parish or organisation.

- Toowoomba Refugee and Migrant Support (TRAMS)
- Special Religious Development (SPRED)
- St Vincent de Paul Conference
- Family Groups

Category C: deemed as low risk

- Parish Retirement Villages Management Board
- Ladies Friendship Group
- St Pat's and Toowoomba South Indoor Bowls Club
- Parish Pastoral Council
- Parish Finance Council
- Parish Prayer Group

Recommended frequency and nature of Ministry reviews:

Category A:

- Face to face review of activities with Ministry Leaders every six months
- Annual review and signing off of Ministry Folder

Categories B and C:

- Six monthly email / letter to Ministry Leaders to access Ministry progress and any new issues
- Annual visit to each Ministry for general support and to maintain awareness of the Safeguarding Team

Reporting schedule and Safeguarding Team activities:

- Full annual report to the Parish Pastoral Council (each November);
- Annual talk at Masses to update parishioners;
- Newsletter updates;
- Website updates;
- Regular assessments of ministry training and updating of programs;
- Regular assessment of the environment in which ministries are carried out;
- Regular assessment to ensure that the 'two adult' rule is applied in all ministries and activities;
- Regular assessment of Ministry Folders to ensure that volunteers have a defined role for which they sign off;
- Regular assessment of the process of volunteer appointments to ensure that safe recruiting practices and assessments are in place;
- Regular maintenance of the volunteer register to ensure that it is up to date; and
- Maintenance of an event log of all events and reports.

Ongoing educational requirements for the Safeguarding Team:

- Regular contact with the Diocesan Professional Standards and Safeguards Committee;
- Involvement in planned Diocesan education updates for Safeguarding Representatives;
- Annual certification by the Diocesan Professional Standards and Safeguards Committee that the current Safeguarding Team is up to date and meeting all Diocesan policy requirements.

CONTACT INFORMATION:

PARISH CONTACTS:

Contact	Contact Name/s	Phone
St Patrick's Cathedral Parish Office	Cathy Currie	4637 1500
	Peter Dorfield	4637 1507

DIOCESAN CONTACTS:

Contact	Contact Name/s	Phone
Executive Officer, Professional Standards and Safeguards Committee, Diocese of Toowoomba	George Keryk	4638 1379 or 0417 193 155
Student Protection Officer, Catholic Education Office, Diocese of Toowoomba	Peter Simpson	4637 1400
Director of Centacare Toowoomba	Kate Venables	1300 477 433

QUEENSLAND CHURCH CONTACT:

Contact	Contact Name	Phone
Director of Professional Standards, Queensland Office email: psqld@catholic.net.au	Mark Eustance	3336 9474 1800 337 928

POLICE CONTACTS:

Contact	Contact Name/s	Phone
If it is an emergency or the crime is happening now (immediate harm)		000
Queensland Police Service - Toowoomba City Police Station		4631 6333
Child Protection Investigation Unit – Toowoomba City Police Station		4631 6355
Queensland Police Service Policelink – if not an emergency and the crime has already happened		131 444

St Patrick's Cathedral Parish Toowoomba
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Phone: 07 4637 1500; Fax: 07 4637 5111 | Website: www.stpats.org.au

CHILD SAFETY CONTACT INFORMATION:

If you suspect a child is experiencing harm, contact Child Safety Services to report suspected child abuse. You can contact Child Safety Services through:

- a Regional Intake Service
- a Child Safety Service Centre
- The Child Safety After Hours Service Centre.

The contact point that you choose will depend upon the service you need, and the time you make contact with Child Safety Services.

REGIONAL INTAKE SERVICES:

A Regional Intake Service is the contact point when you have concerns for a child and suspect that a child is being harmed or may be at risk of experiencing harm in the near future.

Trained Child Protection workers talk to you about your concern for the child. They will record information you provide and gather other information that may be helpful to assess the situation. The worker will then decide the best way of responding to the information you have provided.

When you contact a Regional Intake Service to report your concerns, your details will be confidential and your identity, if provided, will be protected by law.

The Regional Intake Service receives information from community members, government and non-government agencies during business hours from 9am to 5pm, Monday to Friday.

Regional Intake Services	Phone Number	Fax Number
South East	1300 679 849	3884 8801
South West	1300 683 390	4616 1796
Far North Queensland	1300 684 062	4039 8320
North Queensland	1300 706 147	4799 7273
North Coast	1300 703 921	5420 9049
Brisbane	1300 682 254	3259 8771
Central Queensland	1300 703 762	4938 4697

CHILD SAFETY SERVICE CENTRES, TOOWOOMBA:

St Patrick's Cathedral Parish Toowoomba
123 Neil Street, Toowoomba, Qld, 4350 | PO Box 7062, Toowoomba, Qld, 4350
Phone: 07 4637 1500; Fax: 07 4637 5111 | Website: www.stpats.org.au

Child Safety Service Centres	Phone Number	Fax Number
Toowoomba North, Child Safety Service Centre	4616 1800	4616 1810
Toowoomba South, Child Safety Service Centre	4687 2950	4687 2988

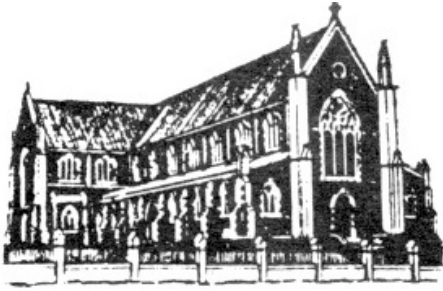
CHILD SAFETY AFTER HOURS SERVICE CENTRE:

Outside of usual business hours, the Child Safety After Hours Service Centre:

- provides a range of services to current clients of Child Safety Services;
- is the contact point when you are concerned that a child has been harmed or may be at risk of harm;
- provides support for foster and kinship carers.

AFTER HOURS: Child Safety Service Centre	Phone Number	Fax Number
Child Safety After Hours Service Centre	(07) 3235 9999 Freecall: Qld only 1800 177 135	4616 1810

www.communities.qld.gov.au/childsafety/about-us/contact-us



ST PATRICK'S CATHEDRAL PARISH TOOWOOMBA SAFEGUARDING TEAM

SAFEGUARDING FORMS

SAFEGUARDING FORM A (SF/A):	Volunteer Declaration and Acceptance Form
SAFEGUARDING FORM B (SF/B):	Ministry Volunteer Register
SAFEGUARDING FORM C (SF/C):	Ministry Volunteer Blue Card Register
SAFEGUARDING FORM D (SF/D):	Ministry Role Description for Volunteers
SAFEGUARDING FORM E (SF/E):	Ministry Training and Development
SAFEGUARDING FORM F (SF/F):	Annual Ministry Review Form
SAFEGUARDING FORM G (SF/G):	Annual Safeguarding Team Compliance Checklist

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St Patrick's Cathedral Parish Toowoomba
123 Neil Street, Toowoomba, Qld, 4350 | PO Box 7062, Toowoomba, Qld, 4350
Phone: 07 4637 1500; Fax: 07 4637 5111 | Website: www.stpats.org.au

Volunteer Declaration and Acceptance Form, February 2016



St Patrick's Cathedral Parish Toowoomba

Volunteer Declaration and Acceptance Form (to be completed by all volunteers)

Declaration:

I,
(*enter full name*)
know of no legal or other impediment that would preclude me from working as a Volunteer in a St Patrick's Cathedral Parish Ministry and in particular with children and vulnerable adults. If required by St Patrick's Cathedral Parish Pastoral Council, I agree to proceed with an application for a Blue Card Council.

Signature of Volunteer: _____ Date: / /

Witness' Name: _____ Witness' Signature: _____

Acceptance:

I,
(*enter full name*)

of Home Address:

Suburb/Town: _____ State: _____ Postcode: _____

Mailing Address (if different to above):

Phone Home ☎: _____ Work ☎: _____ Mobile ☎: _____

Email: _____ Date of Birth: / /

accept the position of _____ in the Ministry: _____ .

I have read and understood St Patrick's Cathedral Parish *Child Protection Policy* and *Code of Conduct for Parish Personnel and Ministry Workers*. I agree to abide by both and to undertake any training and updating as deemed necessary by the Parish Pastoral Council.

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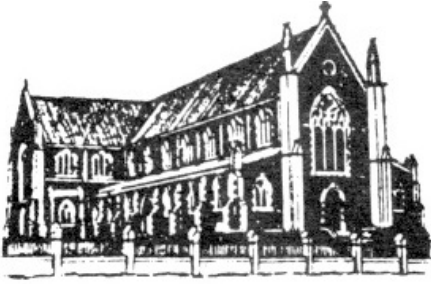
St Patrick's Cathedral Parish Toowoomba Ministry Volunteer Register

Ministry:

Ministry Leader:

Surname	First Name	DOB	Address	Home ☎	Work ☎	Mobile ☎	Email Address

continued overleaf



St Patrick's Cathedral Parish Toowoomba

Ministry Role Description for Volunteers

(to be completed and updated by the Ministry Leader)

Ministry:

SF/D

Ministry Leader:

Section 1: Ministry Role Description for Volunteers

Role Description Written By:

Date Written: / /

Due for Review: / /

Core Purpose of Ministry:

Tasks and Expectations:

continued overleaf

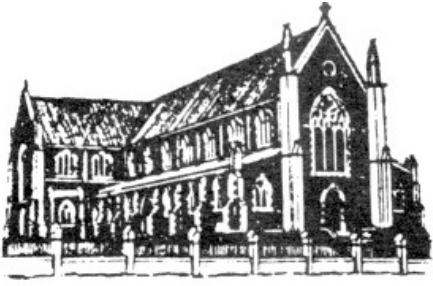
St Patrick's Cathedral Parish Ministry Role Description for Volunteers (continued)

Tasks and Expectations (continued):

Section 2: Incumbent Requirements

All who work in ministry in St Patrick's Cathedral Parish, including priests, religious, lay ministers, staff and volunteers, are required to abide by St Patrick's Cathedral Parish:

- a) Child Protection Policy;
- b) Code of Conduct for Parish Personnel and Ministry Workers; and
- c) Child Protection Reporting Procedures



St Patrick's Cathedral Parish Toowoomba
Ministry Training and Development
(to be completed and updated by the Ministry Leader)

Ministry:

SF/E

Ministry Leader:

Summary of Ministry Training and Development

Empty box for the summary of ministry training and development.

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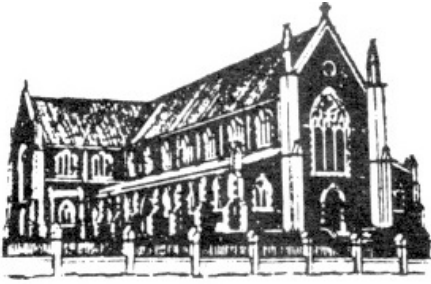
St Patrick's Cathedral Parish Summary of Ministry Training and Development (continued)

Summary of Ministry Training and Development

--

St Patrick's Cathedral Parish Toowoomba
123 Neil Street, Toowoomba, Qld, 4350 | PO Box 7062, Toowoomba, Qld, 4350
Phone: 07 4637 1500; Fax: 07 4637 5111 | Website: www.stpats.org.au

Summary of Ministry Training and Development, February 2016



St Patrick's Cathedral Parish Toowoomba Annual Ministry Review Form (Audit)

Review to be completed by a member of the Safeguarding Team and forwarded to the Parish Office.

Ministry:

SF/F

Ministry Leader:

Review Completed for the Year:

Annual Ministry Review

The Ministry Folder has been maintained in accordance with the Parish guidelines: Yes No

Comments/Action (if applicable):

Volunteer Declaration and Acceptance Forms (SF/A) are present for each Volunteer: Yes No

Comments/Action (if applicable):

The Ministry Volunteer Register (SF/B) is up to date: Yes No

Comments/Action (if applicable):

The Ministry Volunteer Blue Card Register (SF/C) and Blue Cards are up to date: Yes No

Comments/Action (if applicable):

Ministry Role Description (SF/D) developed and provided to Volunteers: Yes No

Comments/Action (if applicable):

Training and Development opportunities (SF/E) have been encouraged and documented: Yes No

All Volunteers in this Ministry are compliant with ongoing training and updating as required: Yes No

Comments/Action (if applicable):

Other Comments/Action (if applicable):

Name of Safeguarding Team member:

Date Completed: / /

Signature of Team member:

Next Review Due By: / /

continued overleaf

St Patrick's Cathedral Parish Toowoomba
123 Neil Street, Toowoomba, Qld, 4350 | PO Box 7062, Toowoomba, Qld, 4350
Phone: 07 4637 1500; Fax; 07 4637 5111 | Website: www.stpats.org.au

Annual Ministry Audit, February 2016

St Patrick's Cathedral Parish Annual Ministry Review (continued)

To Be Completed By The Parish Pastoral Council

Annual Review completed in accordance with Parish guidelines: Yes No

Comments/Action (if applicable):

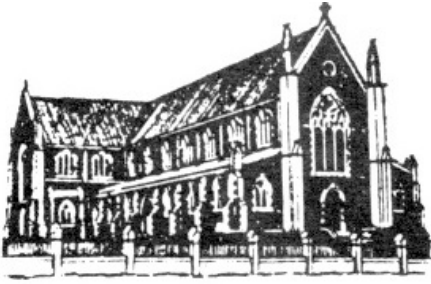
Comments/Action (if applicable):

Review Endorsed By:

Date: / /

on behalf of St Patrick's Cathedral Parish Pastoral Council

Signature:



St Patrick's Cathedral Parish Toowoomba Safeguarding Team Annual Compliance Checklist

Review to be completed by a member of the Safeguarding Team and forwarded to the Parish Council.

Review Completed for the Year:

SF/G

Annual Safeguarding Team Compliance Checklist

Safe recruitment and selection of Volunteers are being carried out in all Parish ministries: Yes No

Comments/Action (if applicable):

Volunteer Declaration and Acceptance Forms (SF/A) for Category A Ministries are present in each Ministry Folder and are up to date: Yes No

Comments/Action (if applicable):

Volunteers in all ministries are listed in the Ministry Volunteer Registers (SF/B): Yes No

The Volunteer Registers are up to date: Yes No

Comments/Action (if applicable):

Ministry Volunteer Blue Card Registers (SF/C) are up to date: Yes No

Blue Cards are up to date for those required to hold a Blue Card: Yes No

Comments/Action (if applicable):

Ministry Role Descriptions for Volunteers (SF/D) in Category A Ministries are present in each Ministry and are up to date: Yes No

Comments/Action (if applicable):

Training and Development programs (SF/E) for all Category A Ministries are present in each Ministry Folder and are up to date: Yes No

Comments/Action (if applicable):

Certification of currency is in place for all members of the Parish Safeguarding Team: Yes No

Comments/Action (if applicable):

Compliance Checklist was completed by:
on behalf of the Safeguarding Team and forwarded to the Parish Council
prior to its November meeting: Yes No

Date Completed: / /

Signature of Safeguarding Team member:

Next Review Due By: / /

continued overleaf

St Patrick's Cathedral Parish Safeguarding Team Annual Compliance Checklist (continued)

To Be Completed by the Parish Pastoral Council

Safeguarding Team Annual Compliance Checklist completed in accordance with Parish guidelines: Yes No

Comments/Action (if applicable):

Comments/Action (if applicable):

Date: / /

Compliance Checklist Endorsed By:

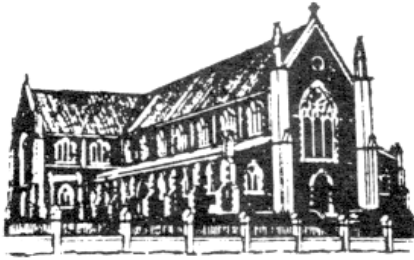
on behalf of St Patrick's Cathedral Parish Pastoral Council

Signature:

This document was produced by St Patrick's Cathedral Parish in April 2016 and is due for review by February 2017. The contents may be used or copied, providing the original sources are acknowledged.

St Patrick's Cathedral Parish Toowoomba
123 Neil Street, Toowoomba, Qld, 4350 | PO Box 7062, Toowoomba, Qld, 4350
Phone: 07 4637 1500; Fax; 07 4637 5111 | Website: www.stpats.org.au

Safeguarding Team Booklet, February 2016



St Patrick's Cathedral

123 Neil Street, Toowoomba QLD 4350

PO Box 7062, Toowoomba QLD 4350

Phone: (07) 4637 1500 Fax: (07) 4637 1511

www.stpats.org.au

Administrator:	Fr Peter Dorfield
Associate Pastor:	Fr Hal Ranger
Pastoral Associate:	Mrs Mary Schwartz
Chair, Parish Council:	Mrs Marion Strong

Monday 23 May 2016

Dear Ministry Leader or Co-Ordinator!

Greetings and peace from the Parish Council ...
and the Parish Safeguarding Team:

Doug Birrell, Joachim Ferrer, Regina Ryan and Cherry Van Der Meer

Please find enclosed with this covering letter a **Ministry Folder!**

This Ministry Folder has been developed over recent months by both the Safeguarding Team and the Parish Council. It is provided to assist those Parish Ministries which have significant contact with children or adults who are vulnerable, in the course of their normal ministry activity. Your Ministry is considered to be one of those.

A member of the Parish Safeguarding Team will be in contact with you in the near future to discuss the use of the Ministry Folder. While at first sight it may seem a little daunting, please don't be discouraged! You will soon find that all the Forms involved are user-friendly and are available from the Parish Office and that the Safeguarding Team will be on hand to help with any procedures to be followed.

Our primary concern is the personal safety of children and vulnerable adults in our parish community.

Many thanks for your generous and committed involvement in Parish Ministry.
Cheers and peace!

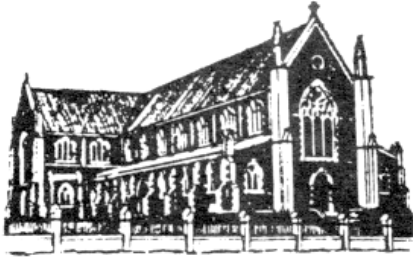
Fr Peter Dorfield,
Administrator, St Patrick's Cathedral

Mrs Marion Strong:
Chair, Parish Pastoral Council



St Patrick's Cathedral Parish

Ministry Folder for:



St Patrick's Cathedral
123 Neil Street, Toowoomba QLD 4350
PO Box 7062, Toowoomba QLD 4350
Phone: (07) 4637 1500 Fax: (07) 4637 1511
www.stpats.org.au

Administrator:	Fr Peter Dorfield
Associate Pastor:	Fr Hal Ranger
Pastoral Associate:	Mrs Mary Schwartz
Chair, Parish Council:	Mrs Marion Strong

Introduction

On 15 December 2014, Bishop Robert McGuckin approved a new Diocesan *Safeguarding and Vulnerable Adults Prevention and Protection Policy*. This *Policy* with the related *Resource Documents*, is to guide and support local action taken in the protection of children and vulnerable adults in all Parishes and Diocesan Agencies and the communities with which they are involved.

Section 1.2 of this Diocesan *Policy* requires:

“Each Agency, Parish and/or Deanery and/or Ministry, is to identify an individual who will be their local Safeguarding Representative (Children and the Vulnerable).”

St Patrick's Cathedral Parish Pastoral Council, in addressing this matter in the context of ongoing Child Protection responsibilities within the parish community, decided to develop a local Safeguarding Team of four parishioners rather than have one person undertaking this role. This was in response to the diverse range and reach of ministry within the Parish community and its interplay with the wider community.

By mid March 2016, this Parish Safeguarding Team, with its four members, was in place. One of the responsibilities of the Safeguarding Team is to ensure that all ministries within the Parish are meeting both Parish and Diocesan guidelines, with regard to safeguarding children and vulnerable adults, including ethnic groups that have limited English. In these safeguarding matters, the Safeguarding Team will provide information, support and encouragement to all Ministries in the Parish.

This Ministry Folder provides an overview of each Ministry's safeguarding responsibilities, a copy of the Parish Code of Conduct and a reference to the Diocesan Code of Ethical Behaviour, and a series of Safeguarding Forms for use in each Ministry.

This Ministry Folder, along with the Safeguarding Team Booklet, becomes part of the suite of Parish documents associated with Child Protection:

- a) Child Protection Policy
- b) Code of Conduct
- c) Reporting Procedures

It assists in the implementation of the Diocesan document:

Safeguarding Children and Vulnerable Adults Prevention and Protection Policy (2014).



Safety and Safeguarding at St Patrick's Cathedral Parish

While the parish of St Patrick's Cathedral depends on its volunteers to assist in the running of its many ministries, it is important that the work that they do is carried out in line with parish policy. The safety of our children and vulnerable adults, as well as the safety of the volunteers themselves, must always be borne in mind and this requires ministry activities to be properly planned, with thought given to such things as avoiding 'one on one' contact in areas that are not open to observation and offering lifts to children without the support of another adult in the vehicle.

Screening of volunteers is important, to ensure that appropriate persons are chosen. New candidates, during selection, need to declare any past incidents that might make them unsuitable for working with children and the vulnerable. A formal job description is also important for each volunteer, to ensure that the work that they do is covered by parish policy. Ministries Leaders need to provide a proper induction for new volunteers, with a defined training program and subsequent updating of skills.

It is unfortunate that we can no longer depend on good will alone to guarantee that all parish activities are being run appropriately and a register of volunteers now needs to be maintained for legal purposes, so that the parish is fully aware of the identity of all involved in its work. This needs to be kept current by each Ministry Leader, who will need to forward the information to the Safeguarding Team, for inclusion in a central register of ALL volunteers in this parish.

A review of all the ministries offered by St Patrick's has been undertaken by a Parish Council Safeguarding Working Group. Several of these ministries have been deemed 'high risk', because of the potential for problems to occur. The Leaders of these ministries are now being provided with a Ministry Folder containing information on accountability of action. The Ministry Folder will be reviewed by St Patrick's Safeguarding Team and an annual progress report will be provided to the Parish Council.

While the process of volunteering is now much more formal, a lot of what has been put into place is for the protection of all those volunteers who donate their time and efforts without any public recognition. There is a Code of Conduct for St Patrick's Cathedral Parish and it is important that this be read and understood by all who work in each ministry.

**For the safety of Volunteers
as well as children and vulnerable adults
there are a few basic rules:**

- 1. Always apply the 'TWO ADULT rule' when working with children and vulnerable adults.**

Where this is not possible the circumstances must be documented in writing, with one copy retained in the Ministry Folder and one copy forwarded to the Parish Safeguarding Team through the Parish Office.

- 2. There should be no transporting of children and minors without TWO supervising adults being in the vehicle.**

If circumstances arise where this is not possible, the reason must be documented in writing with one copy retained in the Ministry Folder and one copy forwarded to the Parish Safeguarding Team through the Parish Office.

- 3. Anticipate and be prepared to avoid situations that might put children, vulnerable adults and volunteers at risk.**

If in doubt, check first with the Parish Safeguarding Team: contact them through the Parish Office (4637 1500).



St Patrick's Cathedral Parish

CODE of CONDUCT

Child Protection

Child Protection Policy Statement:

In the community and life of St Patrick's Cathedral Parish, children and young people have a right to be safe and to flourish while in the Parish's care. The parishioners and staff of St Patrick's Cathedral Parish community commit themselves to creating an enriching environment for children and young people, promoting their welfare and protecting them from physical, sexual and emotional abuse.

Who must comply with the Code of Conduct:

This Code of Conduct applies to all who work or work in ministry in St Patrick's Cathedral Parish, including priests, religious, lay ministers, staff and volunteers.

Standards Expected:

All persons working in ministry with children or young people will:

- Hold a current *Working with Children Check* – a Blue Card.
- Complete a Volunteer Acceptance Statement
- Maintain current contact details in the Volunteer Register for each ministry involvement
- Undertake any induction or training as required by the Parish.
- Read and be familiar with the Parish *Child Protection Policy* and the *Integrity in Ministry, Towards Healing* and *Integrity in the Service of the Church* documents.
- Demonstrate a commitment to the Church's principles of justice and equity
- Uphold the dignity of all people and their right for respect; and maintain an appropriate level of confidentiality.
- Behave honestly and with integrity, act with care and diligence, behave and dress appropriately and be responsible in the use of Parish and Church resources.
- Respect the cultures, beliefs, opinions and decisions of others.
- Assist in the creation of an environment free of fear, harassment, racism and exploitation.
- Demonstrate a commitment to safe and supportive relationships.
- Reach out to those who are poor, marginalised, alienated or vulnerable.
- Strive for excellence in work or ministry.

Breaches of the Code of Conduct:

Breaching the Code of Conduct is viewed seriously by the Parish and may result in formal counselling. Serious or repeated breaches may result in the termination of employment or of volunteer work within the Parish. Alleged breaches will be dealt with in accordance with relevant Parish policies and procedures, and will be guided by principles of fairness and natural justice.

Contacts:

Priest Administrator

Parish Pastoral Council Chairperson

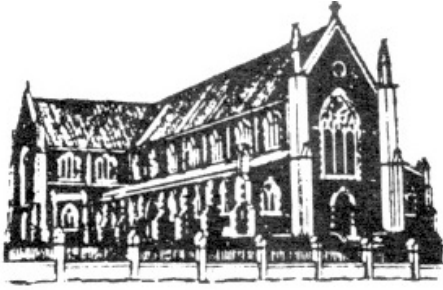
Endorsed 2012

Reviewed Nov 2014, April 2016

to be reviewed in April 2017

Diocesan CODE of ETHICAL BEHAVIOUR: Refer Appendix 3 in *Resource Documents: Safeguarding Children and Vulnerable Adults Prevention and Protection Policy* (December 2014) (*refer Section2: 2.2 page 17-18 in Policy*)

St Patrick's Cathedral Parish Toowoomba
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ST PATRICK'S CATHEDRAL PARISH TOOWOOMBA MINISTRY FOLDER

SAFEGUARDING FORMS

SAFEGUARDING FORM A (SF/A):	Volunteer Declaration and Acceptance Form
SAFEGUARDING FORM B (SF/B):	Ministry Volunteer Register
SAFEGUARDING FORM C (SF/C):	Ministry Volunteer Blue Card Register
SAFEGUARDING FORM D (SF/D):	Ministry Role Description for Volunteers
SAFEGUARDING FORM E (SF/E):	Ministry Training and Development
SAFEGUARDING FORM F (SF/F):	Annual Ministry Review Form

SF/A

Declaration / Acceptance Form

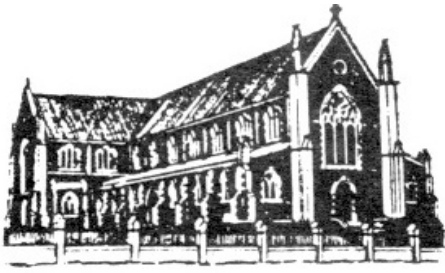
**A Declaration and Acceptance Form (SF/A)
must be completed by ALL Volunteers.**

The first part requires the person completing the Form to certify that there are no impediments to their working with children and vulnerable adults and that there would be no grounds for their not applying for a Blue Card.

The Form is to be signed by the Volunteer and the Ministry Team Leader.

The second part is a confirmation that the Volunteer is accepting a specific role in a Parish ministry, as defined on the Form; that they have read the Parish Code of Conduct; and that they agree to take part in appropriate training and subsequently any updating that may be required.

Completed Forms must be retained in the Ministry Folder for auditing by the Parish Safeguarding Team.



SF/A

St Patrick's Cathedral Parish Toowoomba

Volunteer Declaration and Acceptance Form
(to be completed by all volunteers)

Declaration:

I,
(*enter full name*)
know of no legal or other impediment that would preclude me from working as a Volunteer in a St Patrick's Cathedral Parish Ministry and in particular with children and vulnerable adults. If required by St Patrick's Cathedral Parish Pastoral Council, I agree to proceed with an application for a Blue Card Council.

Signature of Volunteer: _____ Date: / /

Witness' Name: _____ Witness' Signature: _____

Acceptance:

I,
(*enter full name*)

of Home Address:

Suburb/Town: _____ State: _____ Postcode: _____

Mailing Address (if different to above):

Phone Home ☎: _____ Work ☎: _____ Mobile ☎: _____

Email: _____ Date of Birth: / /

accept the position of _____ in the Ministry: _____ .

I have read and understood St Patrick's Cathedral Parish *Child Protection Policy* and *Code of Conduct for Parish Personnel and Ministry Workers*. I agree to abide by both and to undertake any training and updating as deemed necessary by the Parish Pastoral Council.



SF/B

St Patrick's Cathedral Parish Toowoomba Ministry Volunteer Register

Ministry:

Ministry Leader:

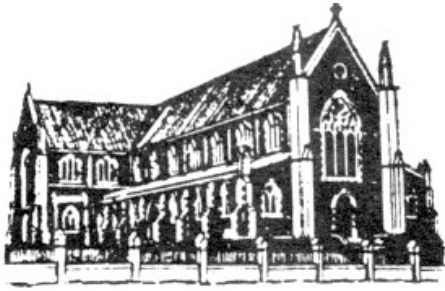
Surname	First Name	DOB	Address	Home ☎ Work ☎ Mobile ☎	Email Address

continued overleaf

SF/B

St Patrick's Cathedral Parish Toowoomba
123 Neil Street, Toowoomba, Qld, 4350 | PO Box 7062, Toowoomba, Qld, 4350
Phone: 07 4637 1500; Fax; 07 4637 5111 | Website: www.stpats.org.au

Ministry Volunteer Register February 2016



SF/D

St Patrick's Cathedral Parish Toowoomba Ministry Role Description for Volunteers

(to be completed and updated by the Ministry Leader)

Ministry:

Ministry Leader:

Section 1: Ministry Role Description for Volunteers

Role Description Written By:

Date Written: / /

Due for Review: / /

Core Purpose of Ministry:

Tasks and Expectations:

continued overleaf

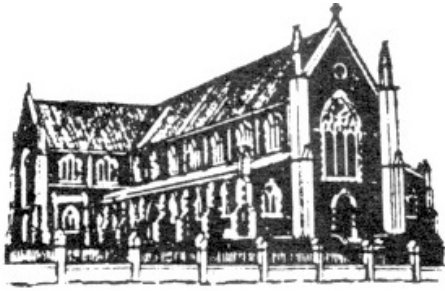
St Patrick's Cathedral Parish Ministry Role Description for Volunteers (continued)

Tasks and Expectations (continued):

Section 2: Incumbent Requirements

All who work in ministry in St Patrick's Cathedral Parish, including priests, religious, lay ministers, staff and volunteers, are required to abide by St Patrick's Cathedral Parish:

- a) Child Protection Policy;
- b) Code of Conduct for Parish Personnel and Ministry Workers; and
- c) Child Protection Reporting Procedures



SF/E

St Patrick's Cathedral Parish Toowoomba
Ministry Training and Development
(to be completed and updated by the Ministry Leader)

Ministry:

Ministry Leader:

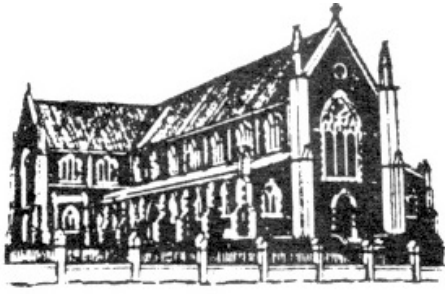
Summary of Ministry Training and Development

Empty box for the summary of ministry training and development.

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Summary of Ministry Training and Development

Empty box for content.



SF/F

St Patrick's Cathedral Parish Toowoomba Annual Ministry Review Form (Audit)

Review to be completed by a member of the Safeguarding Team and forwarded to the Parish Council.

Ministry:

Ministry Leader:

Review Completed for the Year:

Annual Ministry Review

The Ministry Folder has been maintained in accordance with the Parish guidelines: Yes No

Comments/Action (if applicable):

Volunteer Declaration and Acceptance Forms (SF/A) are present for each Volunteer: Yes No

Comments/Action (if applicable):

The Ministry Volunteer Register (SF/B) is up to date: Yes No

Comments/Action (if applicable):

The Ministry Volunteer Blue Card Register (SF/C) and Blue Cards are up to date: Yes No

Comments/Action (if applicable):

Ministry Role Description (SF/D) developed and provided to Volunteers: Yes No

Comments/Action (if applicable):

Training and Development opportunities (SF/E) have been encouraged and documented: Yes No

All Volunteers in this Ministry are compliant with ongoing training and updating as required: Yes No

Comments/Action (if applicable):

Other Comments/Action (if applicable):

Name of Safeguarding Team member:

Date Completed: / /

Signature of Team member:

Next Review Due By: / /

continued overleaf

St Patrick's Cathedral Parish Annual Ministry Review (continued)

To Be Completed By The Parish Pastoral Council

Annual Review completed in accordance with Parish guidelines: Yes No

Comments/Action (if applicable):

Comments/Action (if applicable):

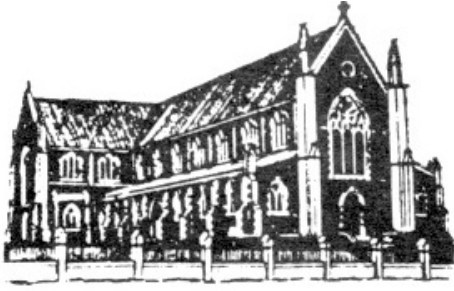
Review Endorsed By:

Date: / /

on behalf of St Patrick's Cathedral Parish Pastoral Council

Signature:

This document was produced by St Patrick's Cathedral Parish in April 2016 and is due for review by February 2017. The contents may be used or copied, providing the original sources are acknowledged.



St Patrick's Cathedral Parish Safeguarding Children and Vulnerable Adults

For Ministry Volunteers

St Patrick's Cathedral Parish has a proactive policy on the safety of all parishioners and volunteers, especially children and vulnerable adults. All those working in any of our ministries, groups or associations, including priests, religious, lay ministers, staff and volunteers, are required to read and understand this policy. All are to be reminded regularly of the recommendations laid out in this policy on the need to prevent any person being put at risk and the steps to follow should safety be infringed. The suite of Parish Child Protection measures includes:

- a) Child Protection Policy;
- b) Code of Conduct for Parish Personnel and Ministry Workers; and
- c) Child Protection Reporting Procedures.

There is also Diocesan policy which guides the pastoral work undertaken at St Patrick's Cathedral Parish. Volunteers are encouraged to familiarise themselves with this policy: *Safeguarding Children and Vulnerable Adults Prevention and Protection Policy (December 2014)*. This document is available at www.twb.catholic.org.au

If a case of reported or observed abuse is received, it should immediately be notified by contacting St Patrick's Cathedral Parish Office on **4637 1500** and advising the office person who answers that there is an allegation of abuse of a child or vulnerable adult. Such a report will be acted on as a priority. If a report cannot wait until normal office hours, the answering service at the Parish Office will direct the call to the priest who is available. Any matter involving abuse of a child will be referred immediately to the Police.

In line with Diocesan policy, St Patrick's Cathedral Parish has a Parish Safeguarding Team who are responsible for raising the profile of safeguarding throughout the Parish, reviewing the activities of Parish ministries and making suggestions on safety issues. The aim is towards preventing and stopping problems before they occur.

A member of the Parish Safeguarding Team will contact each ministry group on a regular basis. If any questions arise regarding the Safeguarding Team's role, they can be contacted through St Patrick's Cathedral Parish Office (4637 1500).

Mrs Marion Strong:
Chair, Parish Pastoral Council

Fr Peter Dorfield,
Administrator, St Patrick's Cathedral

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